

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

July 9, 1956

DEPARTMENTAL CIRCULAR NO. 872

TO HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

SUBJECT: Revision of Standard Form 69 For Use For Fiscal Year 1957
Incentive Awards Report

The annual report on the incentive awards program covering operations during fiscal year 1956 will be made in accordance with Departmental Circular No. 800, Supplement No. 1, dated March 22, 1956. For operations during fiscal year 1957 we have reviewed the report form in consultation with agency representatives and made some revisions. A sample copy of the revised form is attached. This revised form will be used for the report to be submitted on or before September 1, 1957, covering operations during fiscal year 1957. The revised form is being furnished to you at the beginning of the fiscal year so that you may make any necessary revisions in your internal reporting system early in the fiscal year.

The revisions consist mainly of regrouping and redescription of some items, and omission of several items on inter-departmental cases. The only new item provides for information on the number of employees involved in group award cases.

Section A of the form is unchanged except for re-wording and relocation of explanatory notes, the addition of the statistics on the "Group Award" lines showing number of employees involved (see footnote No. 4 on the form), and omission of the line for totaling items 1 and 2.

Section B has three changes. The columns for "Awards to Employees of Other Departments" have been deleted. Also the line for award levels between \$1626 and \$5000 has been omitted (it is absorbed into the line for "over \$1625"). A breakdown is provided between "initial awards" and "additional awards" in the first subsection. This breakdown will furnish needed information and provide a method which will assist agencies in their reporting procedure. In other respects the changes consist of a rearrangement of items in the previously used form.

In Section C the column for "Awards to Employees of Other Department" has been omitted. Other changes are re-description and rearrangement of items in the previous report.

The original Section D was omitted during fiscal year 1956 (see Departmental Circular 800, Supplement 1). The original Section E is therefore redesignated as Section D. The only change in the section is the provision for a specific item in the narrative report on coordination of the incentive awards program with other management programs.

Experience has indicated that relatively small quantities of this form are used. It will be stocked by the Commission and additional copies may be obtained from the Commission's Office Services Division (telephone code 171, extension 4376) after September 17, 1956.

Any inquiries concerning this letter should be directed to the Incentive Awards Office, U. S. Civil Service Commission, Washington 25, D. C. (telephone code 171, extension 5821).

John W. Macy Jr.
John W. Macy, Jr.
Executive Director

Attachment: Sample copy Standard Form 69

Distribution: 5 copies to headquarters of agencies only
3 copies to Commission regional and branch offices
1 copy to each Bureau director and staff office
1 copy to each Incentive Awards Liaison Officer

STANDARD FORM 69
REVISED JULY 1956
U. S. CIVIL SERVICE COMMISSION
CHAPTER 14, F.P.M.

GOVERNMENT EMPLOYEES' INCENTIVE AWARDS PROGRAM
Annual Report - Fiscal Year
Ending June 30, 19_____
SAMPLE FORM

REPORTING DEPARTMENT	LOCATION OF REPORTING DEPARTMENT (<i>If outside Washington, D. C. Metropolitan Area</i>)					
<p>United States Civil Service Commission Regulations (Part 32) require each department (as defined in the Regulations) to submit a report to the Commission by September first of each year on the operations of the department's Incentive Awards Program during the preceding fiscal year. The information submitted on this form will constitute such report and will be used by the Commission in making its annual report to Congress on the results of the Government Employees' Incentive Awards Program.</p>						
SECTION A - EMPLOYEE CONTRIBUTIONS RECEIVED AND PROCESSED						
	PENDING AT START OF FISCAL YEAR	RECEIVED DURING FISCAL YEAR ¹	APPROVED DURING FISCAL YEAR ²	REJECTED DURING FISCAL YEAR	REFERRED (NOT APPROVED) ³	PENDING AT CLOSE OF FISCAL YEAR
1. FROM WITHIN REPORTING DEPARTMENT	()	()	()	()	()	()
SUGGESTIONS OR INVENTIONS	()	()	()	()	()	()
INDIVIDUAL						
GROUP ⁴						
SUSTAINED SUPERIOR PERFORMANCE	()	()	()	()	()	()
INDIVIDUAL						
GROUP ⁴						
SPECIAL ACTS OR SERVICES	()	()	()	()	()	()
INDIVIDUAL						
GROUP ⁴						
LENGTH OF SERVICE	XXXXX	()	()	XXXXX	XXXXX	XXXXX
2. FROM OTHER DEPARTMENTS						
SECTION B - DISTRIBUTION OF CASH AWARDS						
1. TYPE OF CONTRIBUTION	FOR INTANGIBLE BENEFITS		FOR TANGIBLE BENEFITS ⁵			
	NUMBER OF AWARDS ⁶	AMT. PAID IN AWARDS	NUMBER OF AWARDS	AMT. PAID IN AWARDS	NET 1ST YEAR DOLLAR BENEFITS	
SUGGESTIONS OR INVENTIONS	INITIAL AWARDS					
	ADDITIONAL AWARDS					
SUSTAINED SUPERI- OR PERFORMANCE	INITIAL AWARDS					
	ADDITIONAL AWARDS					
SPECIAL ACTS OR SERVICES	INITIAL AWARDS					
	ADDITIONAL AWARDS					
2. AMOUNT OF AWARD	XXXXX	XXXXX	XXXXX	XXXXX	XXXXXXXXXX	
\$10						
\$11 - 50						
\$51 - 275						
\$276 - 725						
\$726 - 1625						
OVER \$1625						
TOTAL (SUBSECTION 2 ONLY)	()	()	()	()	()	

¹Count only the initial receipt of a contribution or award recommendation -- exclude requests for reconsideration of cases already processed.

²Show under "Approved During Fiscal Year" the number of contributions approved by the reporting department, including those approved and referred to other departments for additional consideration. Count only the first approval when cases are considered for wider use.

³Show under "Referred (Not Approved)" those contributions referred to other departments because they were unrelated to the activities of the reporting department, or required adoption outside the reporting department.

⁴Report a contribution by more than one person as a group contribution. For group contributions show under "Approved During Fiscal Year" the number of such contributions and then give a figure in parentheses representing the total number of employees involved in the group award cases, i.e. 10(169).

⁵Awards for combined tangible and intangible benefits should be shown under "For Tangible Benefits."

⁶Show all awards approved by the reporting department (including those to employees of other departments). Exclude awards paid to employees of reporting department by other departments under the interdepartmental system.

(OVER)

SECTION B - DISTRIBUTION OF CASH AWARDS (CONTINUED)

3. THE FOLLOWING NUMBER OF GROUP AWARDS ARE INCLUDED WITHIN SUBSECTIONS 1 AND 2 OF SECTION B:

	FOR INTANGIBLE BENEFITS	FOR TANGIBLE BENEFITS
NUMBER OF GROUP AWARDS		
TOTAL PAID IN SUCH AWARDS		
1ST YEAR DOLLAR BENEFITS	XXXXXXX.	

SECTION C - DISTRIBUTION OF HONORARY AWARDS

Report the number of Honorary Awards approved under the Incentive Awards procedures. Consider each group award as one award. Do not include (a) awards for "Length of Service," (b) awards granted by other departments, or (c) letters of commendation not processed under Incentive Awards Procedures. Honorary certificates when granted Automatically with cash awards should be counted under "Other Honorary Certificates."

	TOTAL NUMBER		NUMBER BY TYPE OF CONTRIBUTION			NUMBER BY PARTICIPATION	
	WITH CASH	WITHOUT CASH	SUGGESTIONS OR INVENTIONS	SUSTAINED SUPERIOR PERFORMANCE	SPECIAL ACTS OR SERVICES	TO INDIVIDUALS	TO GROUPS
DISTINGUISHED OR EXCEPTIONAL SERVICE AWARDS OR EQUIVALENT HIGHEST							
MERITORIOUS OR SUPERIOR SERVICE AWARDS OR EQUIVALENT 2ND HIGHEST							
COMMENDABLE SERVICE CITATIONS OR EQUIVALENT 3RD HIGHEST							
OTHER HONORARY CERTIFICATES							
TOTAL							

SECTION D - EVALUATION OF THE PROGRAM

Attach to this form a general narrative evaluation of the operation of the Government Employees' Incentive Awards Program in your department. Include, but do not limit your evaluation to, the following topics:

1. Effectiveness of the program in stimulating improvements;
2. Extent to which the incentive awards program is coordinated with and supports other management programs, such as management improvement, work simplification, safety etc;
3. Administrative problems encountered in operation of the program;
4. Adequacy of present law and Commission regulations regarding the program; and
5. Proposals for improving the program.

FOR INFORMATION CONCERNING THIS REPORT, CALL (Name, Telephone Exchange and Number or Code, and Extension Number)

NAME, SIGNATURE AND TITLE OF OFFICIAL SUBMITTING THE REPORT	DATE
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